



Job Title: Human Resources Coordinator

Location: 9752 13th Street, Garden Grove, CA 92844

Job Type: Full-Time, Non-exempt, In person, \$25-\$30/hour

Reports to: Executive Director

About ISOC: The Islamic Society of Orange County (ISOC) is one of the largest and oldest Islamic centers in Southern California. Our mission is to provide religious, educational, and social services to the Muslim community while promoting understanding and cooperation among all faiths. We strive to create an inclusive and supportive environment that reflects the values and teachings of Islam.

Job Summary: The Human Resources Coordinator will be responsible for managing HR functions including recruitment, onboarding, employee relations, payroll, benefits, performance management, and compliance with labor laws. This role requires a person who is detail-oriented, organized, and capable of handling sensitive information with discretion. The ideal candidate will have a strong understanding of HR best practices and a passion for working in a non-profit, community-focused organization.

Key Responsibilities:

1. **Recruitment and Staffing:**
 - o Coordinate the recruitment process including posting job positions, assist with screening applicants, support the interviews, and prepare the job offers letter.
 - o Work with hiring managers to understand staffing needs and develop job descriptions.
2. **Onboarding and Offboarding:**
 - o Manage the onboarding process for new employees, including orientation, training, and introduction to organizational policies.
 - o Ensure smooth offboarding processes including exit interviews and termination paperwork.
3. **Employee Relations:**
 - o Serve as a point of contact for employee concerns and inquiries, ensuring timely and effective resolution.
 - o Foster a positive work environment through regular communication and conflict resolution.
4. **Performance Management:**
 - o Assist in the development and implementation of performance management systems.
 - o Coordinate annual performance reviews and support managers in providing constructive feedback.



5. Compliance and Record-Keeping:

- o Ensure compliance with federal, state, and local labor laws and regulations.
- o Maintain accurate and confidential employee records.
- o Manage HR documentation and filing systems.

6. Training and Development:

- o Identify training needs and coordinate professional development opportunities for staff.
- o Support the development and implementation of employee training programs.

7. Policy Development:

- o Assist in the creation and updating of HR policies and procedures.
- o Communicate and enforce organizational policies.

8. Other Duties:

- o Support the HR team with payroll, benefits and other administrative tasks as needed.
- o Participate in special projects and other duties as assigned by the Executive Director.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field.
- 2+ years of experience in human resources or a related role.
- Knowledge of HR best practices and labor laws.
- Knowledge of online HR software including Oasis Paychex is a plus.
- Excellent interpersonal and communication skills.
- Strong organizational and time management skills.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in Microsoft Office Suite and HR software.
- Experience in a non-profit or religious organization is a plus.
- Commitment to the values and mission of ISOC.

Work Environment:

- The HR Coordinator will work in an office environment with occasional evening and weekend hours required to support events and programs.

Application Process: Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the position to job@isocmasjid.org

ISOC is an equal opportunity employer and welcomes applicants from all backgrounds to apply. We look forward to finding a dedicated and compassionate individual to join our team.